

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS-ATASCADERO
ACCOUNTING DEPARTMENT**

JOB CLASSIFICATION: Student Assistant – Accounts Payables
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under close supervision, perform sub-professional accounting work required in the maintenance of fiscal records and other related work.

50% ACCOUNTS PAYABLE PROCESSING

Process invoices for payment in a timely manner. Duties related to this include:

- Review for mathematical errors
- Audit for conformity to established standards
- Compute discount when applicable
- Verify tax computations or reportable payment categories
- Compare product & price to corresponding purchase document or contract
- Verify and process freight bills, route to traffic management when required
- Maintain payment logs
- Inform supervisor or fiscal officer of low contract or blanket purchase order balances
- Notify Procurement of any changes to Purchase documents

- Identify and post Accounts Payable accruals for preparation of Year-end Financial Statements
- Prepare dispute notices
- Resolve payable issues with suppliers and internal hospital departments
- Review goods received reports and compare them to open invoices and purchase orders

30% GENERAL DESK DUTIES

- **Auditing and data entry of Employee Meal Tickets**
- **Assist with payroll processing as needed**
- **Process Office Revolving Fund (ORF) checks for distribution**
- **Process incoming mail**
- **Answer phones and assist callers**
- **Maintain mailout and incoming check and cash log**
- **Filing as needed**

20% OTHER DUTIES AS NEEDED

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2. SUPERVISION RECEIVED

Senior Accounting Officer, Supervisor

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Elementary principles and procedures as required by the hiring department.

ABILITY TO:

Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work area.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

N/A

AGE SPECIFIC

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR

N/A

RESTRAINT/SECLUSION

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Basic knowledge of Accounting Principles

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Basic knowledge of Word and Excel computer operating programs; ability to operate 10-key.

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**6. LICENSE OR CERTIFICATION
NOT APPLICABLE -**

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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